



Maricopa County

Employee Benefits Division,
Workforce Management & Development Department

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Development Department
301 South 4th Avenue,
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April 16, 2010

Dear Retiree,

We are pleased to announce the FY 2010/2011 Retiree Benefits Open Enrollment.

The enrollment period **begins on Monday, April 26th at 8 AM**, and ends on **Friday, May 7th at 5 PM**. Your benefits elections and premium rates will be effective for the period beginning July 1, 2010 through June 30, 2011.

To assist you with Open Enrollment, enclosed you will find the 2010-2011 Benefits Open Enrollment Worksheet which represents all of your available options. Information regarding plan design and premium rate changes for the new plan year is also included.

If you DO NOT wish to make any changes to your current retiree health insurance coverage for the new plan year DO NOTHING – you will automatically be enrolled in the same benefits as you currently have.

If you wish to enroll in a different medical/dental plan, add a dependent, remove a dependent, or otherwise change your coverage, you may do so during Open Enrollment.

- **OPEN ENROLLMENT AND ALL CHANGES MUST BE COMPLETED ONLINE THROUGH THE BENEFIT ENROLLMENT SYSTEM. NO PAPER ENROLLMENTS OR CHANGES WILL BE ACCEPTED. USE THE WORKSHEET TO REVIEW YOUR CURRENT ELECTIONS. IF YOU WANT TO MAKE CHANGES TO YOUR ELECTIONS, MARK THEM ON YOUR WORKSHEET. THEN USE THE WORKSHEET AS YOUR GUIDE WHEN ENTERING YOUR CHANGES ONLINE. PLEASE DO NOT MAIL OR FAX THE WORKSHEET TO THE EMPLOYEE BENEFITS DIVISION.**
- **PLEASE READ YOUR OPEN ENROLLMENT WORKSHEET VERY CAREFULLY. IN THE UPPER RIGHT-HAND CORNER OF THE WORKSHEET, YOU WILL FIND DIRECTIONS ON HOW TO COMPLETE YOUR OPEN ENROLLMENT ELECTIONS ONLINE.**

To complete your Open Enrollment elections:

1. You must access the ADP Self-Service Portal at <https://portal.adp.com>. If you have forgotten your User ID or Password, click on the *Forgot Your User ID* or *Forgot Your Password* link for assistance. If you have not previously registered on the ADP Self-Service Portal, follow these steps:
 - a. Open the Employee Self Service portal at <https://portal.adp.com>
 - b. Click on *First Time Users Register Here*
 - c. Click on *Register Now*
 - d. Enter the Registration pass code: **MCAZ-PRISM09**, and click *Next* (Tip: the pass code contains a zero, not the letter O)
 - e. Enter your Name as it appears on the worksheet sent to you

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- f. Enter your Social Security Number (this is a required field)
 - g. Enter your Month and Day of Birth, and click *Next*
 - h. Follow the prompts for any additional information that may be needed
2. Once in the portal, select the *Benefits Tab* at the top of the page.
3. Click on the *Benefit Enrollment System* link on the next page.
4. Instructions on how to complete your Open Enrollment elections in the Benefit Enrollment System can be found on the left-hand side of each page in the portal. Instructions are also available on the Enrollment Worksheet that was mailed to you.

For your convenience, computers are available at most public libraries if you do not have access to one at home.

Make your election decisions carefully as they cannot be changed until July 1, 2011. Once Open Enrollment ends on May 7, 2010, you will be mailed a confirmation statement to your home address on file.

Because an employer-sponsored Open Enrollment is considered a qualifying event, you have an opportunity to drop coverage through the County plans and enroll in plans offered through your retirement system. However, should you do so, your Maricopa County coverage would end June 30, 2010. Once you leave the County plans, you will not be permitted to return, even during a future Open Enrollment period.

Remember, if you DO NOT wish to make any changes to your current retiree health insurance coverage for the new plan year DO NOTHING – you will automatically be enrolled in the same benefits as you currently have (as shown on your worksheet).

Please contact the Employee Benefits Division by phone at (602) 506-1010 (option 4) or by e-mail at BenefitsService@mail.maricopa.gov if you need assistance completing your Open Enrollment elections or if you have any questions.

Sincerely yours,

Pat Vancil
Employee Health Benefits Manager